11/1/95

FSC-173-A

➡ *Forsyth Private Label Accrual Report*

Those of you with Forsyth Private Label Account responsibility have recently received volume and accrual reports for your respective accounts. In the future, you will receive these monthly. These are to be used by you to discuss trends and develop promotions with your accounts.

Attached is an example accrual report with explanations below on how to read it.

FORSYTH ALLIANCE ACCRUAL BALANCE LEDGER

A. CUSTOMER NAME/ADDRESS: Name and address of customer receiving alliance accrual and related payments.

B. CR-REP: This field is used to indicate the division number of the sales person handling the account.

C. ACCOUNT NUMBER: Specially assigned account number for the contracted account developed by Customer Services. (This number can be the same as the SIS number.)

D. CUSTOMER CONTACT: RJRT sales person handling the account. The brand name may be included on the second line.

E. TELEPHONE NBR: Voice mail number of sales person handling the account.

F. SHIP-TO: Indicates the type of transaction (i.e. 9999999-monthly accrual amount; VPR's; Direct Pymt)

G. TERMS: Not used.

H. INVOICE DATE: Date of transaction

I. INVOICE NUMBER: Tracking code of transaction (for Customer Services use).

J. SRC: Source code (14 indicates a credit to customer's account; 8 indicates a debit to customer's account).

K. RSN: Reason for transaction (i.e. VR/voucher request or check request; CP/VPR's or coupons; AJ/Adjustment; PI/promotional items; PS/POS items; etc.).

L. PO-REFER-NBR: Purchase order reference number (not used except to indicate accrual credited to account.

M. CURRENT DUE: Amount of each transaction credited or debited to the account. Dollar amounts with a negative behind them indicate the amount put in the account's fund. Those without negatives indicate a withdrawal by the account.

N. CUSTOMER TOTALS: Balance in customer's account. Total amount in this case is $41,376.34-. This indicates how much the account has available to run promotions on its Private Label.

As a note, Customer Services is attempting to integrate Chain ID numbers for retail accounts and SIS numbers for Direct Accounts in place of the 999 number presently listed beside (C). If you have any questions regarding this report, contact your RBM.

➡ *New Military / Duty Free Handheld Codes*

Effective November 6, four (4) new Handheld codes have been added for employees in Military / Duty Free Divisions (3xxx series). These codes are intended to record the following types of draft payments which are unique to Duty Free accounts.

H-H Designation	H-H Amount	Explanation
DF BROKER PAY	$1.00	Commission payments to Duty Free brokers. (NOTE: Brokers must be set-up as SIS accounts for payment to be made. Contact your ROU for assistance in setting-up brokers.)
DF DESTROYED GDS	$1.00	Payments for destroyed goods to Duty Free accounts.
DF PROMO PAY	$1.00	Promotional payments to Duty Free accounts upon completion of authorized promotion.
DF OTHER PAY	$1.00	Payments to Duty Free accounts for items not specifically identified above.

These types of payments must be supported by appropriate documentation which should be kept with the tissue copy of the draft. Also, please note that for convenience you should round these payments to the nearest dollar so the draft amount will agree with the amount entered into the Handheld. This will eliminate exceptions between draft amounts written and draft amounts recorded.

Program Contacts: Jeff Kies, extension #7417
Jennifer Brannan, extension #5129

51843-9998 F

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